

**Southwestern Wisconsin Community Action Program, Inc.**

**Job Description**

**Job Title: Human Resource/Accountant**

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**Exempt (Y/N):** No

**Location:** Dodgeville

**Department:** CSBG

**Supervisor:** Operations Director

**Updated By:** Michelle Ripp

**Date:** 2/21/2019

**Approved By:** Walter Orzechowski

**Date:** 03/21/15

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**SUMMARY:** Under the direction of the Operations Director, the Human Resource position performs human resource duties that comply with state and federal laws. Overall responsibility for payroll and filing state and federal taxes, benefit administration, orientation of new staff, recruiting and interviewing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as the Operations Director assigns.

Prepare bi-weekly payroll (unless Davis Bacon then weekly) and process paychecks for SWCAP staff and participants using the current accounting software and update sick, vacation and personal hours in the system.

Update in the system new and existing employees on health insurance, retirement, Section 125 benefits, disability, workers compensation and UC.

Orientate new employees on benefits and personnel policies.

Work with First Nonprofit on Unemployment Compensation.

Assist employees with health and disability insurance applications and claims.

Assist in the agency hiring procedure by answering job-related inquiries, providing job applications, and assisting in writing and disseminating job openings.

Assist in implementing agency personnel policies and procedures.

Process status changes through the Human Resource software/Word.

Verify SWCAP staff employment.

Prepare quarterly and annual payroll reports.

Maintain employee time sheets and expense forms.

Verify accuracy of time and mileage sheets prior to payment.

Verify and allocate health, dental, life and disability leave, on a monthly and quarterly basis.

Assure that staff who are reimbursed for mileage have a valid drivers license and insurance information on file.

Maintains records utilizing established accounting principles in accordance with state and federal guidelines.

Maintains General Ledger and Financial Reporting records, separated into program departments for all contracts awarded to the agency, using a standardized accounting system.

Prepare payroll sheets for budget.

Maintain adequate cash flow according to funding source regulations.

Prepare all car loans and housing loans for annual agency audit.

Back up person for the other financial position.

**SUPERVISORY RESPONSIBILITIES:** None at present time.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree in Human Resources, Business Administration, Communications, or a closely related field; and three to five years of experience.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret, professional journals, technical procedures, or governmental regulations. The ability to write reports, business correspondence, and procedure manuals. The ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

**MATHEMATICAL SKILLS:**

The ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

**OTHER SKILLS AND ABILITIES:**

The ability to work with persons of diverse education, income, culture, and age levels.

Non-profit or grant funded accounting experience a plus.

Have extensive knowledge of computerized accounting systems and be proficient in Microsoft Word and Excel.

Familiarity with OMB Super Circular.